

Instructions for Completing Fernco's Online Employment Application Process



Minimum Requirements

For general access and taking assessments:

[Microsoft Internet Explorer Version 4.0 or above](#)

with latest Service Packs applied

OR

[Netscape 4.0 or above](#)

with latest Service Packs applied.

To experience all of the functionality of this site, you will need to have the latest version of your browser with cookies and JavaScript enabled. The most current version of your web browser can usually be downloaded for free from the web site of your browser provider.



Introduction

- To be considered for an interview, you must complete all three parts of the employment application process.

Part 1- The Job Application

Part 2- First Assessment

Part 3- Second Assessment

- Please plan three (3) hours to complete the employment application process.
- Remember your user name and password so you can return at a later time to complete all three parts.
- Once you have completed this process, you can use the same user name and password to apply for another position. There will be no need to re-type your information. It will automatically transfer.
- The system will not let you continue if any items marked with an asterisk (*) are left blank.
Unanswered questions will appear in RED.

NOTE: * = indicates required fields

New Applicant Registration Form

Welcome to the Fernco Applicant Management System

First Time Applicants

Please proceed to the [new applicant registration form](#). This form will establish your identity with our system.

[Click blue link](#)

Create your own **user name and password** and then enter data as indicated. After you enter your information in the required fields, **click REGISTER**.

Returning Applicants

Please [log on](#) with your User Name and Password. Follow the appropriate [BLUE links](#).

Applicant Menu

Follow the screens to apply for a position by clicking on the appropriate [BLUE LINKS](#). **Click on [Apply for a Position](#)**.

Apply

Enter the **job posting number** for the position you wish to apply and **click Continue**.

Confirm

If this is the position you wish to apply **click Confirm**. If it is not correct, use the back button to view a list of [available positions and their job posting numbers](#).

PART I: **YOU ARE NOW READY TO START THE JOB APPLICATION**

This section includes **Job Application -> Education -> Certifications -> Employment History -> Skill Area Selection -> References -> Additional Information -> Statement Certificate -> Equal Employment Opportunity Data -> Submit Application**

Part 1: The Job Application

Edit Job Application

These instructions must be followed exactly. Fill out application form completely. **Do not leave questions blank.** When all required questions have been answered, **click continue.**

Schools Attended

To **Add School Attended**, enter your information and **click** Save School Attended. **Add** more sections as needed, **clicking** Save School Attended **each** time.



When finished, **click** Continue on to next section.

Certifications

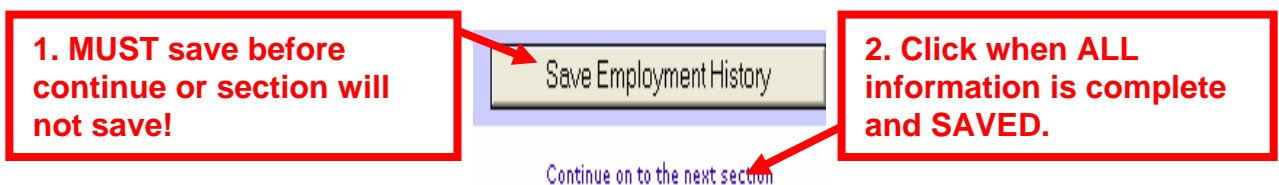
To **Add Certifications**, **click** Edit. Enter your information and **click** Save Changes. If you do not have any certifications, **click** Continue on to next section.



When finished, **click** Continue on to next section.

Add Employment History

To **Add Employment History**, enter your information and **click** Save Employment History. **Add** more sections as needed, **clicking** Save Employment History **each** time.



When finished, **click** Continue on to next section.

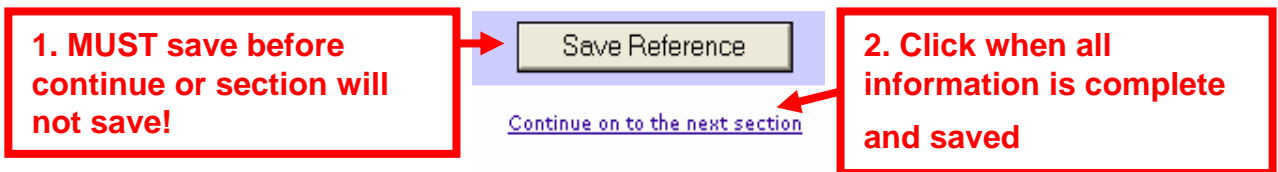
Skill Group Selection

Click in the boxes for which you have skills or experience and then **Click Continue**. For the skill groups displayed, **Click YES or NO** (No is the default) if you have received training or have work experience in the particular skill area.



Add Reference

Fill out the reference section and **click Save Reference**. **Add** more sections as needed, **clicking Save Reference** each time.



When finish, **click Continue on to next section**.

Additional Information (optional)

Enter your information in the boxes. When you are finished, **click Continue**.

Edit Signature

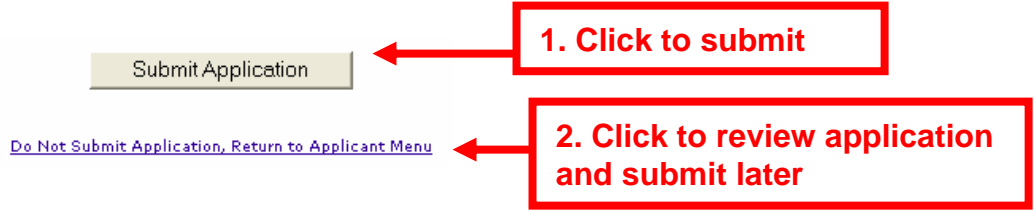
Please read the statements carefully. **Click the box at the right** to certify that you have read and agree with the statements. **Click Continue** when finished.

Edit Applicant EEO Data (optional)

The information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies. **Click Continue** when finished.

Your Application is Complete

You have successfully completed your application. If you wish to submit this application for consideration, **click Submit Application**. **You will not be permitted to make changes to your application once submitted.**



If you **do not wish to submit your application** at this time, **click Do Not Submit Application**. You may return at any time to edit this application.

Part 2: First Assessment

Applicant Menu

Click [Complete Your First Assessment](#) under **Status/Action Required**.

You can start immediately or log back on later to finish when there is more time.

NOTE: *This assessment will take approximately 20 – 30 minutes to complete.*

The screenshot shows the ProfileSelect Applicant Management System interface. The page title is "Applicant Menu". On the left, there is a navigation menu with links: About Fernco Applications, Contact Fernco, Privacy Policy, Help, Home Page, and Log Out. The main content area is divided into sections: "New Job Application" with a link "Apply for another Position"; "Previous Job Applications" with a table; and "Account Options" with a link "View/edit applicant information". The table has three columns: "Job Title", "Date Started", and "Status/Action Required". One row is visible with the job title "Future Machine Operator Afternoon Openings (100432)", date "06/26/06", and a link "Complete Your First Assessment" in the "Status/Action Required" column. A red callout box points to this link with the text: "The 1st assessment can be found here after the Job Application has been submitted".

Job Title	Date Started	Status/Action Required
Future Machine Operator Afternoon Openings (100432)	06/26/06	Complete Your First Assessment

Part 3: Second Assessment

Applicant Menu

Click [Complete Your First Assessment](#) under **Status/Action Required**.

You can start immediately or log back on later to finish when there is more time.

NOTE: *This assessment will take approximately 60 – 90 minutes to complete.*

The screenshot shows the ProfileSelect Applicant Management System interface, similar to the previous one. The page title is "Applicant Menu". The navigation menu and "New Job Application" section are the same. The "Previous Job Applications" table has the same row as before, but the link in the "Status/Action Required" column is "Complete an Assessment". A red callout box points to this link with the text: "The 2nd assessment can be found here after the first assessment has been completed".

Job Title	Date Started	Status/Action Required
Future Machine Operator Afternoon Openings (100432)	06/26/06	Complete an Assessment